SPECIAL BULLETIN

OFFICE OF TRAINING

No: 8-74   Date: 5 March 1974

To: All Training Officers of the Agency

INFORMATION SCIENCE FOR MANAGERS

The Office of Training announces another offering of the "Information Science for Managers" course. This one week, full-time, introductory level course covers new methodologies for Management and Intelligence.

The course is designed for managers, potential managers, supervisors, members of management staffs, and other senior and middle-level intelligence professionals with collection, production, support, operations, or management responsibilities in the intelligence field. It stresses the *application* of information systems and systematic methods of analysis by *systems users* to a variety of intelligence and management tasks. It is not designed for skilled systems specialists and the content of the course is readily understood by those with no scientific, technical or computer training.

Each student learns the elementary use of computer terminals and to apply computer programs to management and intelligence problems. He receives a fundamental knowledge of forecasting, probability, decision trees, correlation and regression analysis, network analysis, linear programming, resource allocation, PERT, decision-making, and other systematic methods of analysis.

OBJECTIVES:

1.   To acquaint the student with the terminology and basic techniques of Management Science.

2.   To identify capabilities, limitations, and applications of Systematic Methods of Analysis in management and intelligence.

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3. To improve the student's ability to communicate and collaborate with systems professionals on more difficult problems and requirements.

4. To provide a wider range of rational choices to the manager and his staff in the analysis of problems in the decision-making tasks of his organization.

PREREQUISITES:

Professional (GS 12-16) assignment in intelligence. No previous technical, scientific, math or computer training is necessary.

DATE AND TIME:

6 through 10 May 1974. 0900 to 1600 daily, one week, full-time.

LOCATION:

4600 Fairfax Drive, Arlington, Virginia (Chamber of Commerce Building, Room 902). No transportation will be provided. Detailed instructions on directions to the building and on parking will be mailed to the students prior to the start of the course.

REGISTRATION:

Form 73, "Request for Internal Training, must be submitted to OTR/S&RS/RG, Room 1036, Chamber of Commerce Building, by 15 April 1974. These requests will be submitted through the STATINTL Training Officer and through the Central Cover Staff, as personnel of other Intelligence Community agencies will attend this course. For information on registration call OTR/S&RS/RG, extension █████ For information on course content call OTR/FTD/ISTS (Information Science Training Staff), extension █████   STATINTL

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